UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington DC 20250
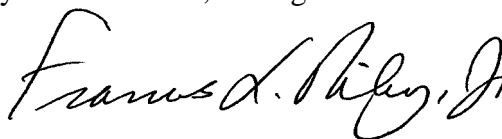
<table>
<tr><td>**Notice FI-2592**</td></tr>
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For: State and County Offices

Electronic Funds Control (E-FC)
Instructions for National and State Program Managers

Approved by: Acting Deputy Administrator, Management

1   Overview

A   Background

The need for improved funds control necessitated implementing an automated fund control process. This process will provide real-time funds control and reporting for programs with a spending limitation.

The E-FC process will be initiated when a program has an appropriation or funding limitation. The National Office level allocation will be updated into the E-FC web application from the General Ledger System.

B   Purpose

This notice provides roles and responsibilities for the National and State Office Program Managers for E-FC.

Note: The screens throughout this notice are provided as sample screens only.
The arrows that appear on the sample screens are to identify areas of interest and will **not** appear on the production system.

C   Effective Date

Payment requests for programs requiring funds control will begin with program implementation.

D   Contact

If there are any questions about this notice, contact George Sakacs, FMD at 703-305-1304.

Disposal Date	Distribution
June 1, 2004	National Office Program Managers and State Offices; States Offices relay to Program Managers

2   Programs Subject to Funds Control

A   Identified E-FC Programs

The following programs have been implemented under E-FC:

- 1998 Crop Loss Disaster Assistance Program
- 1998 Market Loss Assistance Program Authorized
- 1999 California Citrus Program
- 1999 Market Loss Assistance Program Authorized
- 1999 & 2000 Crop Disaster Program
- 2000 Market Loss Assistance Program Authorized
- ACP, Annual Agreements
- ACP, Long Term Agreements
- Agricultural Management Assistance Program
- Apple Market Loss Assistance Program III
- ECP, Cerro Grande Fires
- ECP, Drought
- ECP, Floods
- ECP, Hurricanes/Typhoons
- ECP, Maple Producers
- ECP, Mid West Floods
- ECP, Other Emergencies
- ECP, Tornadoes
- EQIP, All Program Years
- EQIP, Educational Assistance
- EQIP, Ground and Surface Water Conservation
- EQIP, Klamath Basin
- EQIP, NRCS
- Interim EQIP, Annual Agreement
- Interim EQIP, Colorado River Salinity Control Program
- Interim EQIP, Great Plains Conservation Program
- Interim EQIP, Long Term Agreement
- Karnal Bunt
- LCP, Livestock Compensation Program II
- Non-insured Crop Disaster Assistance Program
- Non-insured Crop Disaster Assistance Program and Loss Adjuster Contractor
- Pasture Recovery Program
- Soil and Water Conservation Assistance Program
- TOPP, Tobacco Payment.

2   Programs Subject to Funds Control (Continued)

B   E-FC Crosswalk Table

Currently E-FC programs are listed using an abbreviated description. The following table is intended to cross reference E-FC program codes with the associated program code.

Screen Displayed E-FC Program Code	Program Description	Program Code
ACP (3010)	ACP-Annual Cost-Share	AUTOANA
ACP (3015)	ACP-Interim EQIP Annual Agreement	AUTOACPEAN
ACP (3215)	ACP-Interim EQIP Long Term Agreement	AUTOACPELT
ACP (3220)	ACP-Long Term Cost-Share	AUTOLTA
AMLAP (5267)	Apple Market Loss Assistance Program III	00AMLAP3
CONSERV PROG (3520)	Agriculture Management Assistance Program	XXAMAPN
CROPDISASTER (2682)	1999 California Citrus Program	99CITRUSAUTH
CROPLOSSDIS (2680)	1998 Crop Loss Disaster Assistance Program	98CLDAAUTH
CROPLOSSDIS (2685)	1998 Mulit-Year Crop Loss Assistance Program	98MYCLDAPAUTH
CDPAPPROPRIA(2681)	1999 & 2000 Crop Disaster Program	99CDPAUTH or 00CDOAUTH
ECP (4520)	ECP-Cerro Grand Fires	00AUTOECPCGF
ECP (4405)	ECP-Drought	AUTOECPD
ECP (4205)	ECP-Flood	AUTOECPF
ECP (4805)	ECP-Hurricane/Typhoon	AUTOECPH
ECP (4505)	ECP-Maple Producers	AUTOECPMP
ECP (4215)	ECP-Mid West Flood	AUTOECPMWF
ECP (4005)	ECP-Other Emergencies	AUTOECPO
ECP (4305)	ECP-Tornadoes	AUTOECPT
ECP (4600)	ECP-Soil Conservation Service	ECPSCS
EQIP (3030)	Environmental Quality Incentive Program	XXAUTOEQIP
EQIP (3025)	EQIP Educational Assistance	XXEQIPEA
CONSERV PROG (3035)	NRCS Regular EQIP	02EQIPNRCS
CONSERV PROG (3040)	Ground and Surface Water Conservation	02GSWCNRCS
CONSERV PROG (3045)	Klamath Basin	02KBNRCS
CONSERV PROG (3535)	Soil and Water Conservation Assistance Program	01SWCAP
INTERIM EQIP (3705)	Interim EQIP Colorado River Salinity Control Program	ECRSCP

2   Programs Subject to Funds Control (Continued)

B   E-FC Crosswalk Table (Continued)

Screen Displayed E-FC Program Code	Program Description	Program Code
INTERIM EQIP (3605)	Interim EQIP Great Plains Conservation Program	EGPCP
KARNAL BUNT (8240)	Karnal Bunt	02KBCOMP
LFP (2560)	Livestock Compensation Program II	02LCP2
MLA (6730)	Market Loss Assistance Program Authorized	XXMLAAUTH
NAP (2622)	Non-insured Crop Disaster Program	03NAP
NAP (2633)	Non-insured Crop Disaster Program Loss Adjuster Contractor	03NAPLAC
PASTURE RECP (3535)	Pasture Recovery Program	XXAUTOPRP
TOBACCOPMTPR (5274)	Tobacco Payment Program	TOBB, TOBF, TOFC, TOBS, TOVF, TOBA or TOBC

C   Initial Allotment Load

The initial allotment load is an automatic process of populating funds to the State or county level eliminating the need to manually populate funds for the State or county. The initial funds availability will be determined on a program-by-program basis between FMD and the National Program Manager.

3   Getting Started

A   Requesting Access to E-FC
Request access to the E-FC web application or access to a new program through the National Program Manager through e-mail.

B   E-FC Web Application Access

Secure access is provided using the FSA Active Directory. Users of SORS/PSCAD or SCIMS will use their current user ID and password.

3 **Getting Started (Continued)**

C **New User/Change Password**

New users must log into the following FSA Intranet Secure Password System before accessing the E-FC web application for the first time: **https://intra2.fsa.usda.gov/pwd.** The following screen will be displayed.

Note: The E-FC web application will not recognize the initial password and will deny access.

3   Getting Started (Continued)

C   New User/Change Password (Continued)

To change passwords, enter user ID and current password in "Old Password" box. Enter new password in "New Password" and "Retype New Password" box.

Note: The new password must be at least 9 characters long and include a number and a special character. A special character is considered to be 1 of the following: !, #, $, %, or &.

PRESS "Click here to change your password" to change your password.

D   Resetting a Password

Contact the National Help Desk at 1-800-255-2434, if :

- there are problems logging onto the E-FC web application
- forgotten password **- error code: 86 - The specified network password is not correct.**

From the Automated Kansas City Help Desk Menu, select:

- option 1 - Web Support
- option 6 - Web Farm (passwords).

4   Logging Into the E-FC Web Application (Continued)

A   Access the E-FC Web Application

The E-FC web application is on the FSA's intranet and can only be accessed by FSA employees. The web address for the E-FC web application is **http://fsatpws4.fsa.usda.gov/EFC/ViewLoginServlet**. This address is case sensitive. At the Login Screen, enter user ID and password, then PRESS "Login" button.
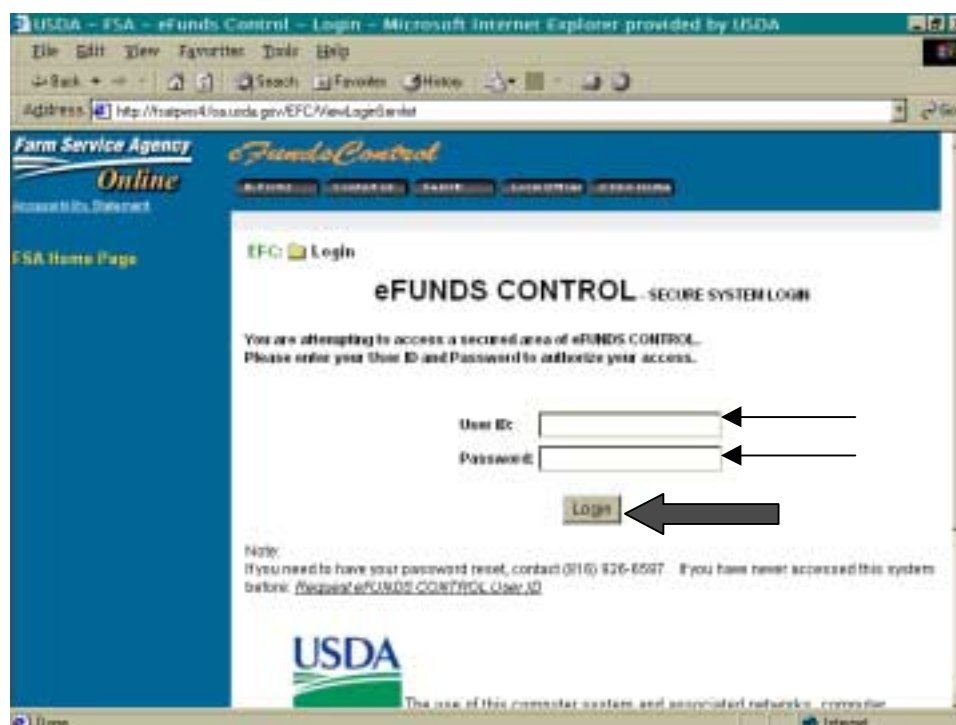
B   Standard E-FC Buttons

The following buttons are standard throughout the E-FC web application to assist users with common functions.

Button	Function
Add County	Add a county to support program.
Add State	Add a State to support program.
Cancel	Return to previous screen without saving information.
Contact Us	Sends an e-mail to the Help Desk.
E-Form	Link to Government electronic forms.
Exit	Return to previous screen without saving information.

4   Logging Into the E-FC Web Application (Continued)

B   Standard E-FC Buttons (Continued)

Button	Function
Local Office	Search to locate local office.
Login	Validates user ID and password.
Print	Reformats information into printer friendly format. Use "Print" on the browser toolbar to print information.
Recalculate	Calculates changes on screen. This is **not** a save.
Save	Saves information to E-FC application.
Search	Search for items on FSA's intranet.
Submit	Adds States or counties selected.
USDA Homepage	Link to USDA's homepage.

C   Standard Links

The following are used throughout the E-FC web application to assist users with commonly used functions and web sites. Links maybe be identified as underlined words.

Links	Function
Accessibility Statement	Section 508 of the Rehabilitation Act, Web Accessibility.
E-Funds Control Program	Program selection list.
Inq/Susp Fund Allocation	Program status. Ability to suspend or unsuspend a program.
Logoff	Logoff E-FC application.
Search For Previous Fiscal Year	Ability to look up previous FY's. **Available starting in FY 2004**.
Search Import Logs By Date	Ability to look up the status of E-FC import files.

D   Browser Navigation Warning

Warning: Pressing "Back" on the browser toolbar will go back to the previous Screen and will **will not** save any information that was previously entered. All data will be lost up to the last save. There is no warning provided if "Back" is accidentally pressed. Pressing "Save" is the only way to save any changes.

5   National Office Program Manager Responsibilities

   A   Overview

   National Office Program Managers will have sole responsibility for controlling National Reserve and State allotments in E-FC web application. The National Office Program Managers, when required, may also control the State reserves and County allotments.

   Note: National Office allocations will be entered into E-FC web application by FMD as recorded in the CCC general ledger (CORE).

   B   Adding States for a Program

   After successfully logging in, a Program Selection List Screen will be displayed with a list of programs identified as needing funds control.

   To establish States allowed to administer the program, PRESS the "Allot State" link next to the desired program. The first time into the desired program, a list box containing all States and U.S. territories is provided for user selection.
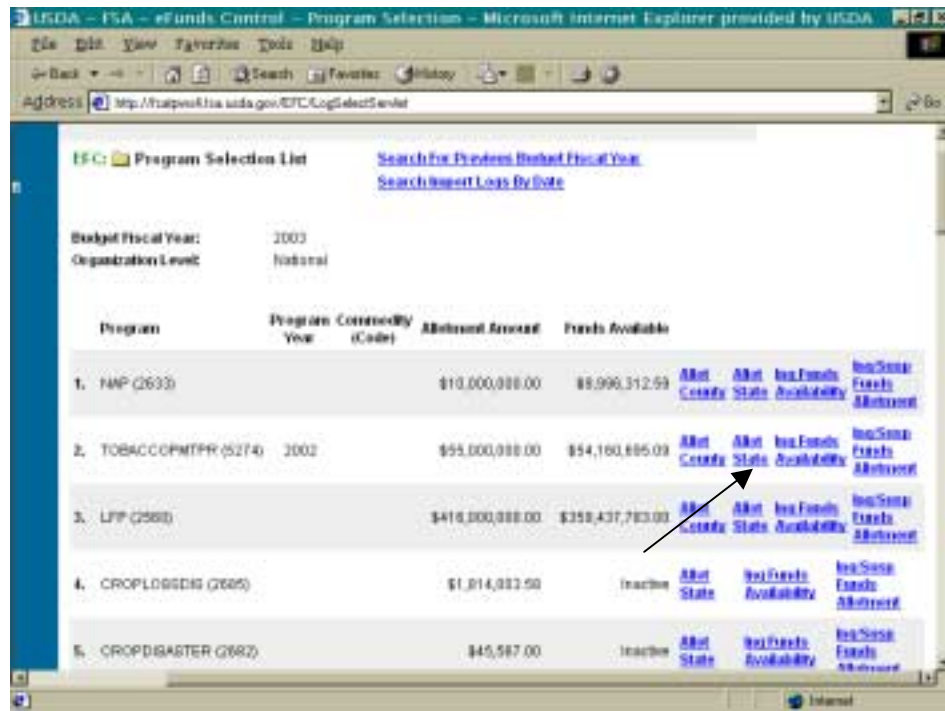
   After the first State has been added, use the "Add States" button for additional State selection.

5   National Office Program Manager Responsibilities (Continued)

B   Adding States for a Program (Continued)

On the Select State for Program screen, select which State is to be added and PRESS "**Submit**". If more than 1 State is to be added, or a State that has all ready been selected and is to be deselected, hold down the "Crtl" key, select/deselect each desired State and PRESS "**Submit**". This will select/deselect desired States. To add all States, hold down the "Shift" key, select the first State and the last State and PRESS the "**Submit**".
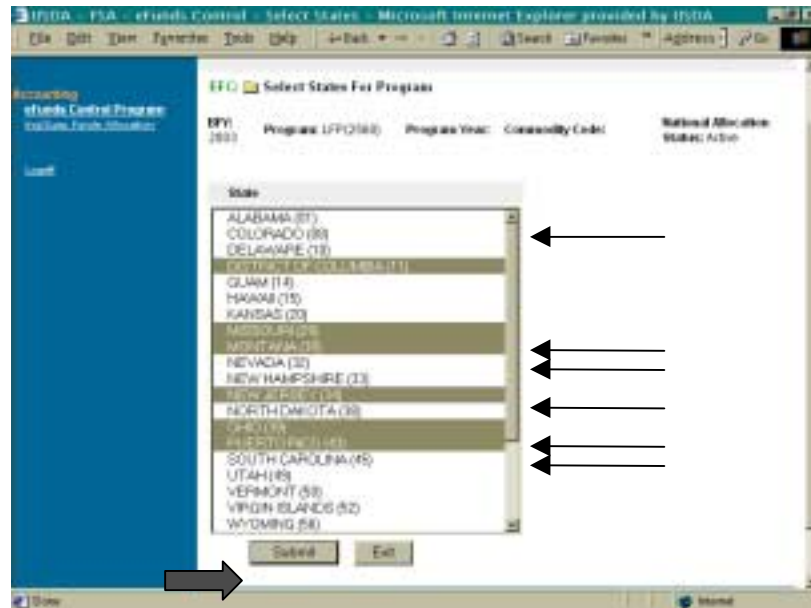
C   Entering a National Reserve and State Allotment

On the Allot Funds State screen, enter allotments according to the following:

- in "**New National Reserve**" box, enter the desired amount of funds to be withheld for the National Reserve
- in "**Allotment Adjustment**" box, enter the amount of the allotment for each State

     Notes: Total Allotment for each State should equal "**Total State Allotment**".
                     Total of all State allotments plus the National Reserve should equal the
                     "**National Allocation**".

5   National Office Program Manager Responsibilities (Continued)

C   Entering a National Reserve and State Allotment (Continued)

- PRESS the "**Recalculate**" button to update the screen information only. This is **not** a save.

    Note: When Recalculating is finished, the "**New Remaining Balance**" should equal zero. If not zero, make the appropriate adjustments increase or decrease in the "**Allot Adjustment**" box on the Allot Fund State Screen.

- PRESS "**Save**" to save all information.

If additional States need to be added after the initial allotments have been established, PRESS "**Add States**". This will bring up the remaining States for a program. For the procedures to add States, see subparagraph B.

5   National Office Program Manager Responsibilities (Continued)

   C   Entering a National Reserve and State Allotment (Continued)

   If totals exceed National allotment, then State Allotment Adjustments Confirmation
   Screen will be displayed with the message, "State Allotment amount(s) plus the National
   Reserve does not equal the National Allocation. The allocation will be assigned a status
   of inactive". Pressing "**Save**" on an out-of-balance program will not allow payment
   disbursement for that State until the discrepancy has been corrected. PRESS "**Cancel**" to
   return to the Allot Funds State Screen to make appropriate increase or decrease to the
   State allotments corrections.
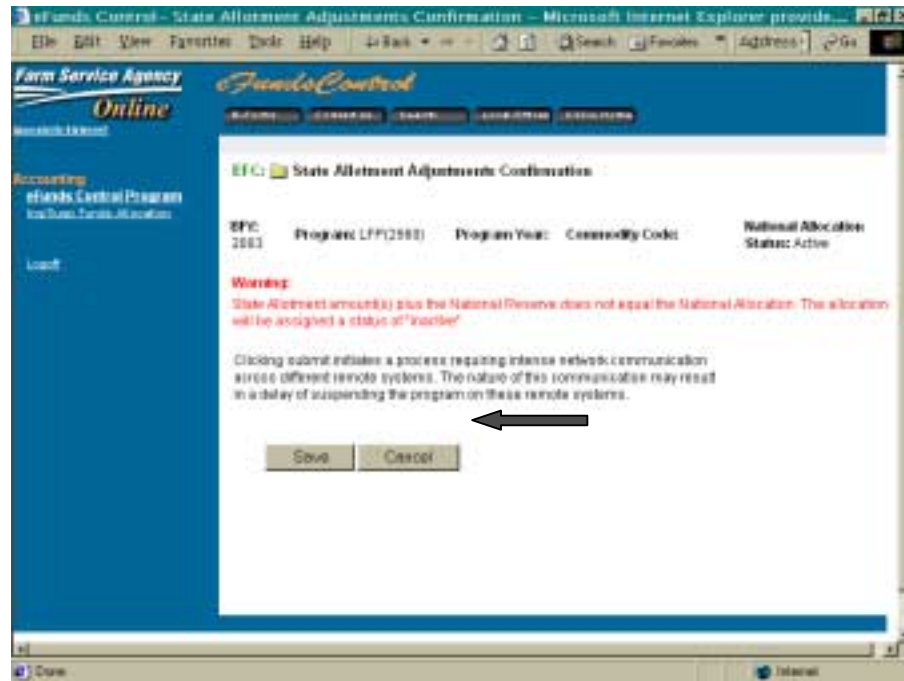
   D   Increasing State Allotment From the National Reserve

   To increase an allotment to a State using part of the National Reserve, the following
   procedures should be followed.

   - PRESS "**Allot State**" next to the desired program on the Program Selection List
     Screen.

   - Enter the total of the new lower National Reserve in the "**New National Reserve**"
     box.

   - Enter only the increase of the allotment next to the State, **not** the entire State
     allotment. For example, if the original allotment was $10,000 and now should be
     $11,000, enter only $1,000.00 in the "**Allotment Adjustment**" box.

5   National Office Program Manager Responsibilities (Continued)

D   Increasing State Allotment From the National Reserve (Continued)

- PRESS "**Recalculate**" to update the screen information only.

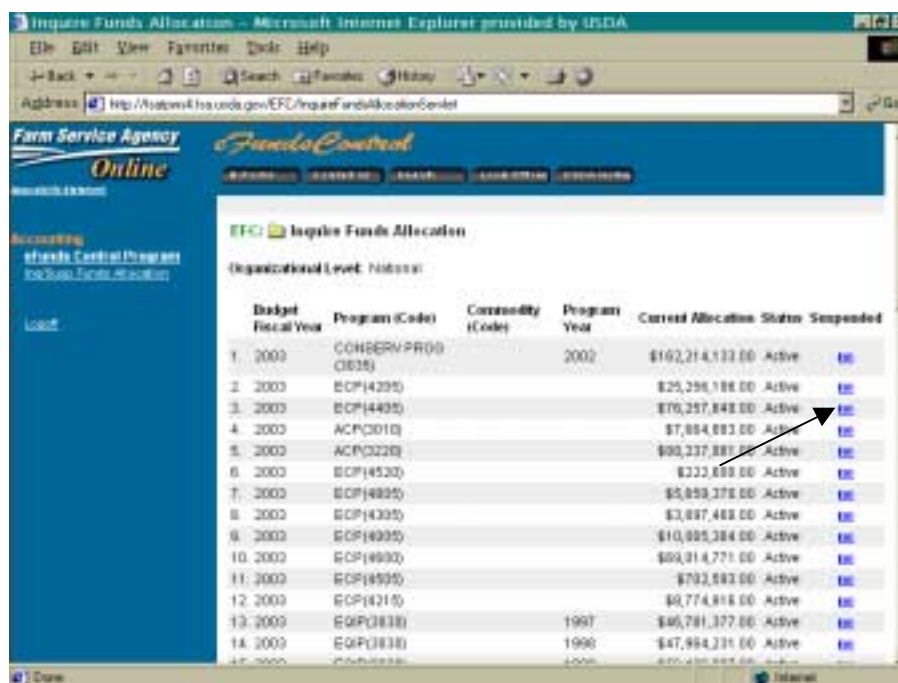   **Note:** When Recalculating, "**New Remaining Balance**" should equal zero. If not zero, make the appropriate adjustments increase or decrease in the "**Allotment Adjustment**" box on the Allot Fund State Screen.

- PRESS "**Save**" to save the desired changes.

E   Decreasing State Allotment and Returning It to the National Reserve

An established State allotment may be decreased, but the State **must be** suspended first according to subparagraph 6 G. Suspending a State will trigger all counties with allotments to stop processing activity for that program and send the latest funds availability information to the E-Funds web application. Allotments can only be decreased for the amount less than or equal to the funds available per site**. Until the site replicates back to the E-FC web application, it cannot be decreased. This may take up to 1 hour to process.** Decrease an established State allotment according to the following.

- PRESS "**Allot State**" next to the desired program on the Program Selection List Screen.

- Enter the total of the new higher National Reserve in the "**New National Reserve**" box.

   Example: If the National Reserve was $12,000 and is supposed to be $15,000, enter $15,000 in the "**New National Reserve**" box.

- Enter only the decrease amount next to the state to be decreased, do not enter the entire State allotment.

   Example: If the State allotment was $11,000 and it should be $10,000, only enter -1,000 in the "**Allotment Adjustment**" box.

   Note: Must enter the minus sign (-) to decrease the allotment amount in the Allotment Adjustment box.

- PRESS "**Recalculate**" to update the screen information only.

5   National Office Program Manager Responsibilities (Continued)

   E   Decreasing State Allotment and Returning It to the National Reserve (Continued)

   Note: When Recalculating "**New Remaining Balance**" should equal zero.

- PRESS "**Save**" to save the desired changes

- Enter the new lower State reserve on the Allot County Screen

- PRESS "**Save**" to update the State reserve.

- Unsuspend the program at the State Office level according to subparagraph 6 H.

5   National Office Program Manager Responsibilities (Continued)

F   State to State Re-allotment

To re-allot funds from 1 State to another State, the State that is going to be decreased **must be** suspended first; see subparagraph 6 G. To re-allot funds from State to State, the following procedures must be completed.

- Press "**Allot State**" next to the desired program on the Program Selection List Screen.

  Note: The National Reserve amount should remain the same as current value shown.

- Enter only the decrease amount next to the desired State.

  Note: Must enter the minus sign (-) to decrease the allotment amount in the "**Allotment Adjustment**" box.

- Enter only the increase amount next to the desired State.

- PRESS "**Recalculate**" to update the screen information only.

  Note: When Recalculating, "**New Remaining Balance**" should equal zero.

- Press "**Save**" to save the desired changes.

- Unsuspend the States that have been suspended according to subparagraph 6 H.

G   Suspending a Program at the National Office Level

This option will suspend the entire program nationwide; no disbursement will be issued. On the Program Selection List Screen, PRESS the "**Inq/Susp Funds Allocation**" link under the "Accounting" header. A program list is displayed showing current allocation, status, and suspension status. Under "Suspended" column, PRESS the "**no**" link next to program that is to be suspended.

5   National Office Program Manager Responsibilities (Continued)

    G   Suspending a Program at the National Office Level (Continued)

On the Change Allocation Status Screen check, the "**Suspend**" box and PRESS "**Submit**" to suspend the entire program. If this is not the correct program to suspend, PRESS "**Exit**" to return to previous screen.

5   National Office Program Manager Responsibilities (Continued)

G   Suspending a Program at the National Office Level (Continued)

A final confirmation screen will confirm that the entire program will be suspended. Suspending the entire program will stop all disbursements from the State and County Office for that program. PRESS "**OK**" to suspend the entire program or PRESS "**Cancel**" to return to the Inquire Funds Allocation Screen.
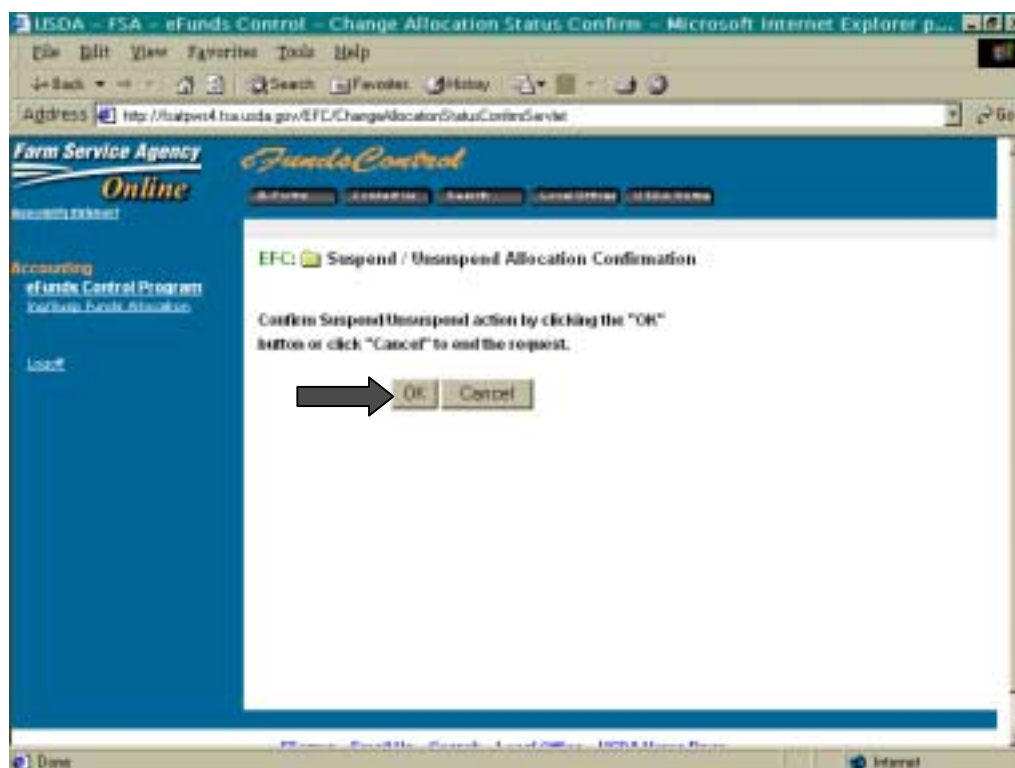
5   National Office Program Manager Responsibilities (Continued)

H   Unsuspending a Program at the National Office Level

To unsuspend an entire program, on the Program Selection List Screen, PRESS the "**Inq/Susp Funds Allocation**" link under "Accounting" header. A program list will be displayed showing the current allocation, status, and suspension status. Under "Suspend" column, PRESS the **"yes"** link next to program to be unsuspended.

5   National Office Program Manager Responsibilities (Continued)

    H   Unsuspending a Program at the National Office Level (Continued)

        On Change Allocation Status Screen, check "**Unsuspend**" and PRESS "**Submit**" to unsuspend the entire program. If this is not the program to unsuspend, PRESS "**Exit**" to return to the previous screen. Disbursements from the State or County Office will resume for that program.

5   National Office Program Manager Responsibilities (Continued)

   H   Unsuspending a Program at the Nation Office Level (Continued)

      A final confirmation screen will confirm that the entire program will be unsuspended.
      Unsuspending the entire program will allow disbursements to resume from State and
      County Offices for that program. PRESS "**OK**" to unsuspend the entire program or
      PRESS "**Cancel**" to return to the Inquire Funds Allocation Screen.
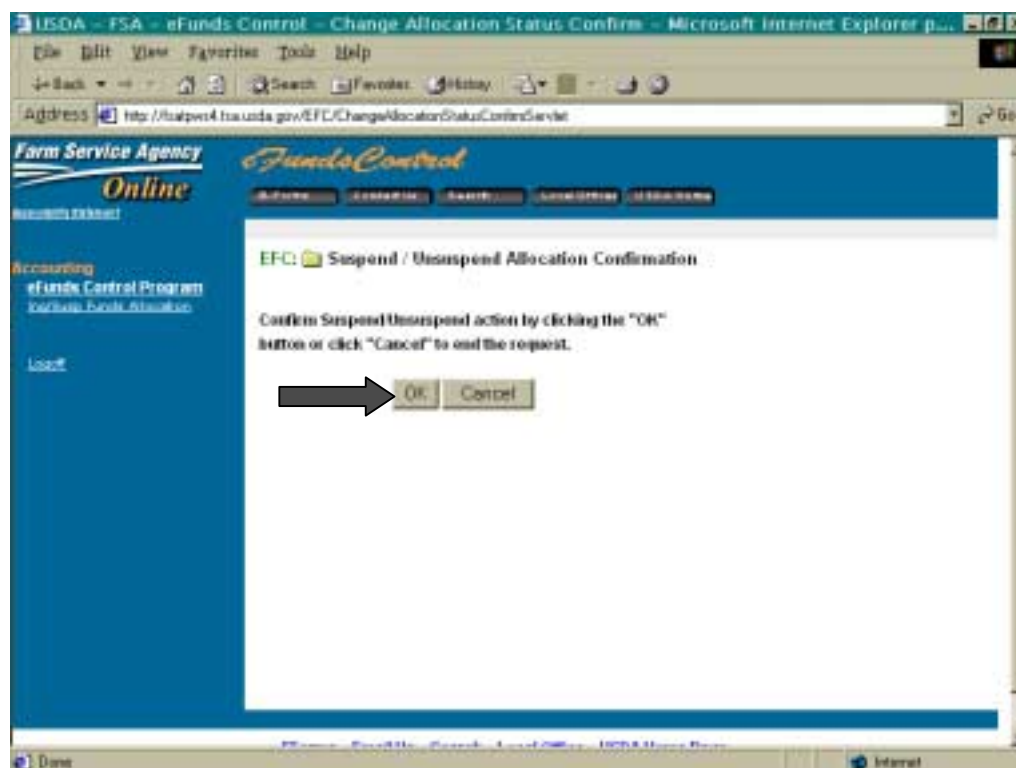
   I   National Office Program Manager Controlling State Funds

      For National Office Program Managers that have responsibilities to control State
      allotments, see paragraph 6.

6   State Office Program Manager Responsibilities

    A   Overview
        State Office program managers have the responsibility for controlling State Reserve and county allotments for programs in the E-FC web application.

    B   Adding Counties for a Program

        After successfully logging in, State Office Program Managers will have a program selection list that corresponds to program security permission. To establish which counties are allowed to administer programs, on the Program Selection List Screen, PRESS the "**Allot County**" link which will display a list of State names. On the Select Counties For Program Screen, highlight the county to add counties. The first time into a State, a list box containing all counties will be displayed. After initial counties have been selected, use the "**Add County**" link for additional counties.
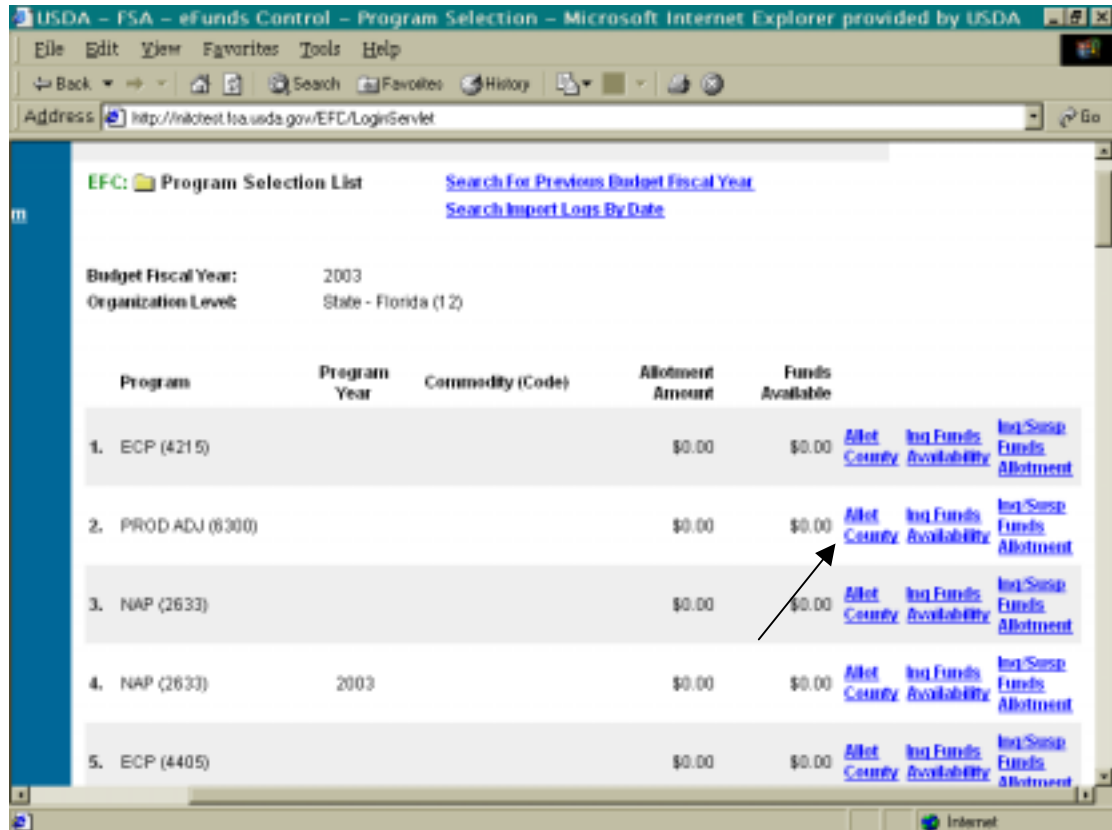
6   State Office Program Manager Responsibilities (Continued)

B   Adding Counties for a Program (Continued)

Select county to be added and PRESS "**Submit**". This will add the county for that State.
If more than 1 county is to be added or a highlighted county needs to be deselected, hold
down "**Ctrl**", highlight counties that are desired, and PRESS "**Submit**". The highlighted
counties will be added. If all counties are desired, highlight the first county on the list,
scroll down to end of the list, hold down "**Shift**" key, select last county and all counties
should be highlighted. PRESS c"**Submit**c to add all highlighted counties.
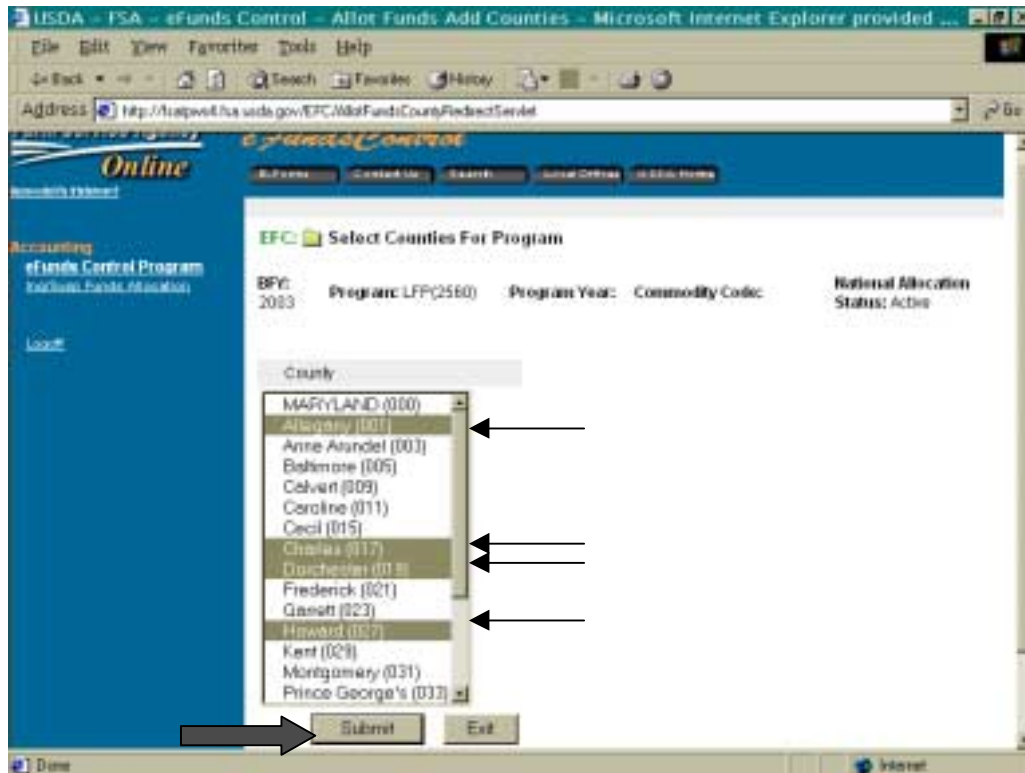
6   State Office Program Manager Responsibilities (Continued)

   C   Entering a State Reserve and County Allotment

To establish a county allotment and State reserve, on the Allot Funds County Screen, PRESS the "**Allot County**" link next to the program. Enter the desired amount of funds to be withheld in the "**New State Reserve**" box. Enter the allotment amount for each county in the "**Allotment Adjustment**" box.

The total of the all the county allotments plus the State reserve should equal the "**State Allotment**", and the total allotment for each county should equal the "**Total County Allotment**". PRESS "**Recalculate**" to update screen information only. **Nothing has been saved at this time**. PRESS "**Save**" to save/update all desired changes.

6   State Office Program Manager Responsibilities (Continued)

C Entering a State Reserve and County Allotment (Continued)

If the totals exceed the State allotment, County Allotment Adjustments Confirmation Screen will be displayed with the message, "County Allotment amount(s) plus the National Reserve does not equal the State Allotment. The County allotment will be assigned a status of inactive". No payments can be disbursed until the discrepancy has been corrected.

PRESS "**Cancel**" to return to the "Allot Funds Counties" Screen to make corrections. Refer to subparagraph D to increase allotments and subparagraph E to decrease allotments for counties.
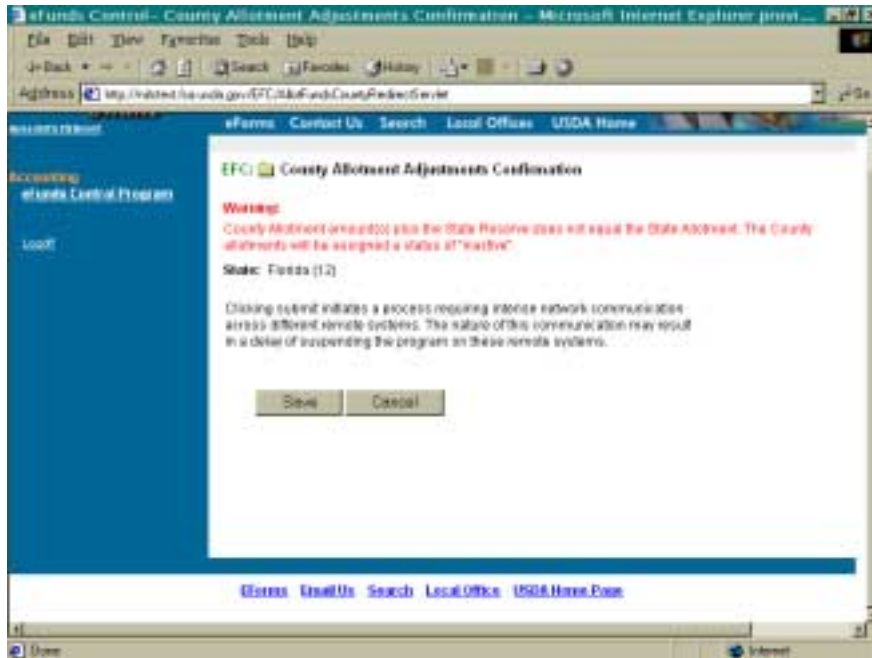
6   State Office Program Manager Responsibilities (Continued)

   D   Increasing County Allotment from the State Reserve

To increase an established county allotment from the State reserve, the following
procedures are required

- PRESS the "**Allot County**" link next to the desired program on the "Program
  Selection List" screen.

- Enter the new lower State reserve in the "**New State Reserve**" box.

   Note: Enter the entire State reserve, not the adjustment.

   Example: If the State reserve is $16,000 and is supposed to be $15,000, enter
                 15,000.

- Enter the increase to the existing county's allotment in the "**Allotment Adjustment**"
  box.

   Note: Do **not** enter the entire county allotment, just the adjustment needed.
             Example: If the County allotment was $10,000 and it should be $11,000, only
             enter $1,000 in the "**Allotment Adjustment**" box.

- PRESS "**Recalculate**" to update the screen information only.

   **Note:** When recalculating the "**New Remaining Balance**" should equal zero. If not
             equal to zero, make the appropriate adjustments decrease or increase on the
             "Allotment Adjustment" screen.

- PRESS "**Save**" to save the desired changes.

6 State Office Program Manager Responsibilities (Continued)

E Decreasing County Allotment and Returning It to the State Reserve

An established county allotment may be decreased but county **must be** suspended first. See subparagraph I. Suspending a county stops all processing activity for the program and sends latest funds available information to E-FC web application. Allotments can only be decreased for an amount less than or equal to the funds available per site**. Until the site replicates back to the E-FC web application, the allotment cannot be decreased. This may take up to 1 hour to process.** To decrease an established allotment of a county and return the money to the State reserve, the following procedures must be followed.

- PRESS the "**Allot County**" link next to the desired program on the Program Selection List Screen.

- PRESS the "**State**" link to bring up established counties for that program.

- Enter the new higher State reserve in the "**New State Reserve**" box.

- Enter the decreased amount next to the county, **not** the entire county allotment.

  Note: To decrease, you must use the minus (-) sign.

- PRESS "**Recalculate**" to update the screen information only

  Note: When recalculating, the "**New Remaining Balance**" must equal zero.

- PRESS "**Save**" to save the desired changes

- Unsuspend the County Office according to subparagraph J.

6   State Office Program Manager Responsibilities (Continued)

F   Suspending a Program at State Office Level

A list of States for a program will be displayed on Inquire Funds Allotment Screen.

To suspend a program at State Office level, PRESS the "**no**" link under the "Suspend" column.
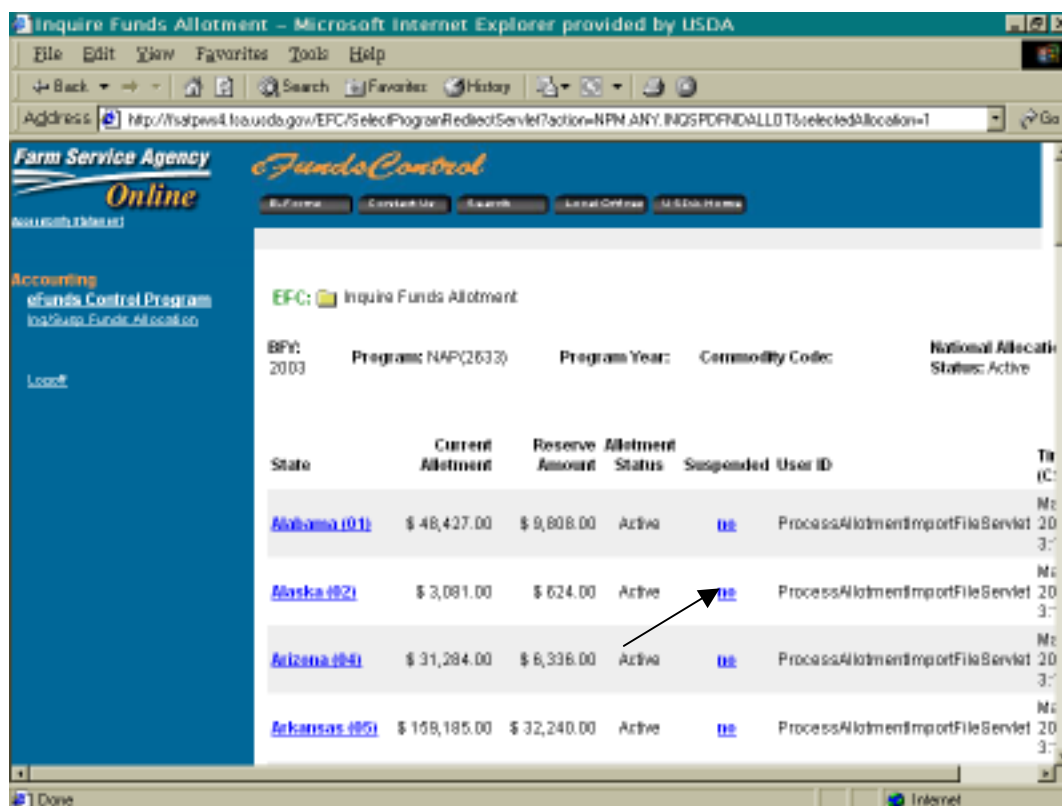
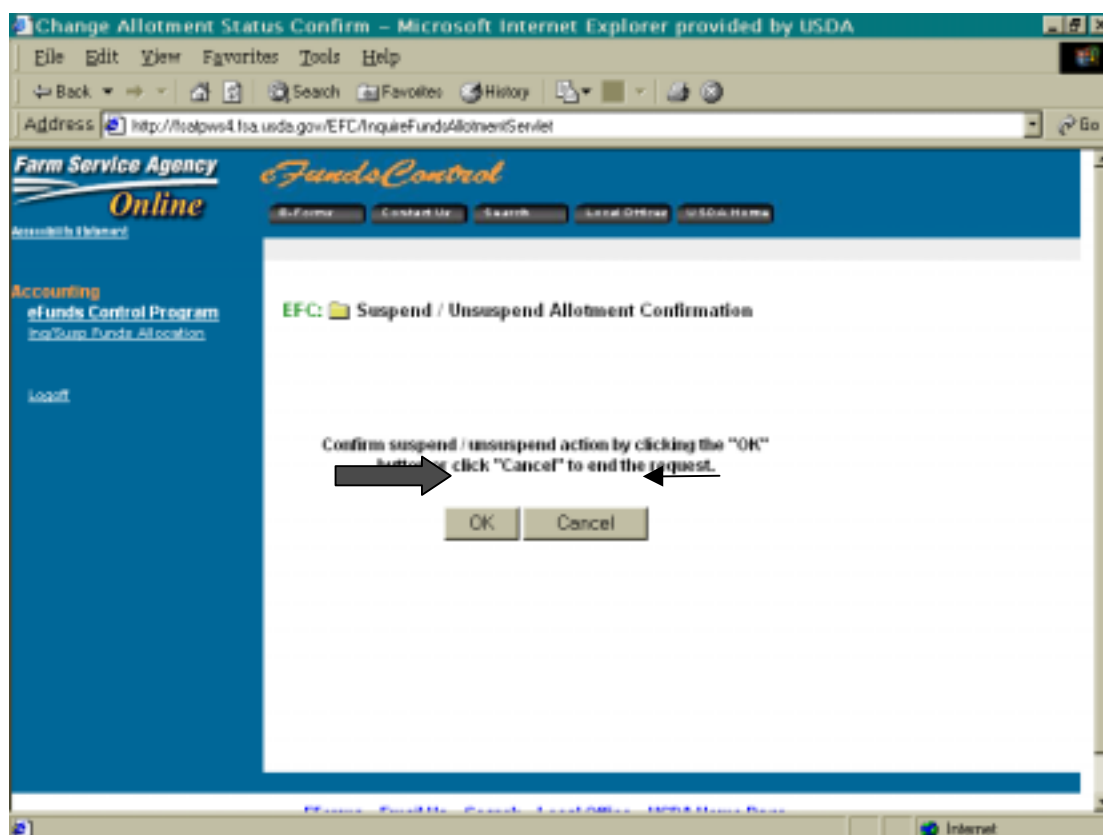**6   State Office Program Manager Responsibilities (Continued)**

F   Suspending a Program at State Office Level (Continued)

On the Change Allotment Status Screen, check the "**Suspend**" box and PRESS "**Submit**" to suspend the entire State. If this is not the correct State to suspend, PRESS the "**Exit**" button to return to the previous screen.

Note: This will stop all disbursement for the State.

6   State Office Program Manager Responsibilities (Continued)

F   Suspending a Program at State Office Level (Continued)

A final confirmation screen will confirm that the entire program for that State will be suspended. Suspending the entire State will stop all disbursements from the State and County Offices for that program. PRESS "**OK**" to suspend the entire State or PRESS "**Cancel**" to return to the Inquire Funds Allotment Screen.
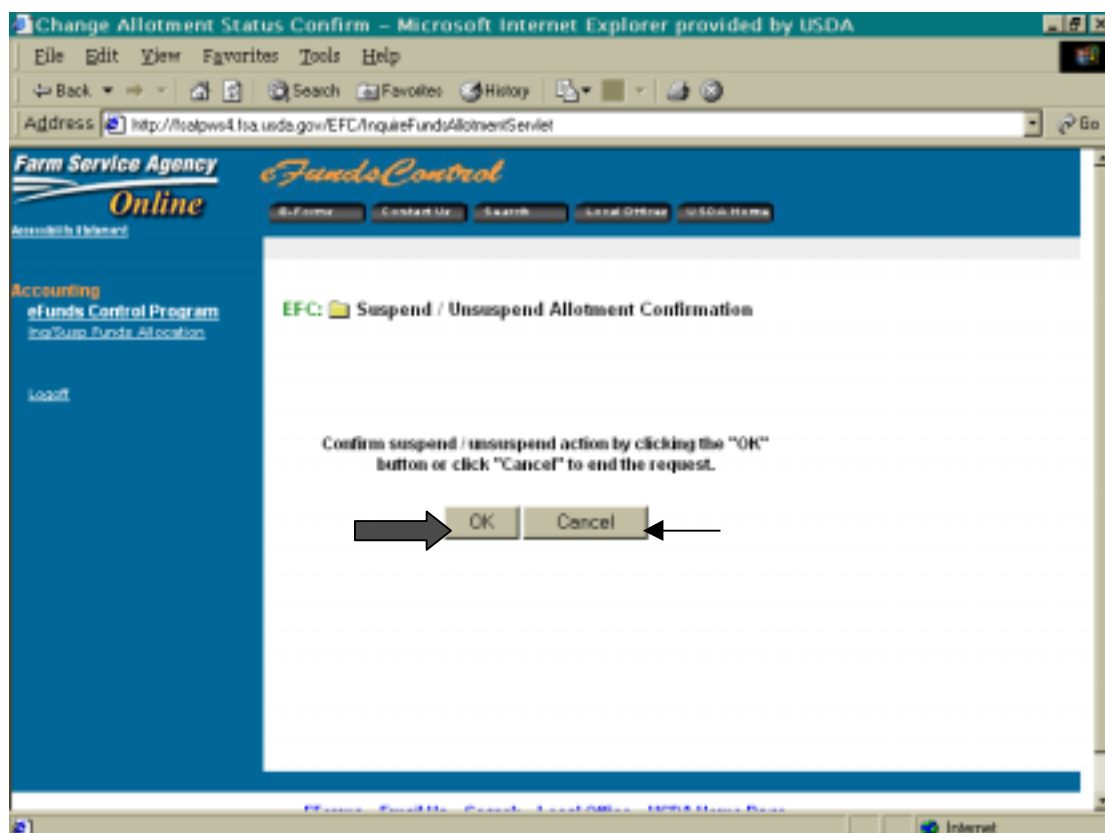
6   State Office Program Manager Responsibilities (Continued)

G   Unsuspending a Program from the State Office Level

On the Inquire Funds Allotment Screen, a list of States for a program will be displayed. To unsuspend a program at the State Office level, PRESS the "**yes**" link under the Suspended" column next to the State to be unsuspended.

6   **State Office Program Manager Responsibilities (Continued)**

   G   **Unsuspending a Program at the State Office Level (Continued)**

On the Change Allotment Status Screen, check the "**Unsuspend**" box and PRESS "**Submit**".

   Note: If this is not the appropriate State to unsuspend, PRESS "**Exit**" to return to the Inquire Funds Allotment Screen.

6   State Office Program Manager Responsibilities (Continued)

G   Unsuspending a Program at the State Office Level (Continued)

On the Suspend/Unsuspend Allotment Confirmation Screen, either PRESS:

- "**OK**" to unsuspend the State
- "**Cancel**" to return to the Inquire Funds Allotment Screen.

Unsuspending a program at the State level will resume State and county disbursements once the message has been processed successfully through MQSeries.

6   State Office Program Manager Responsibilities (Continued)

H   Suspending a Program at the County Office Level

On the Inquire Funds Allotment Screen, the list of Counties of that State for a program will be displayed. PRESS the "**no**" link under the "Suspended" column next to the county that is to be suspended.
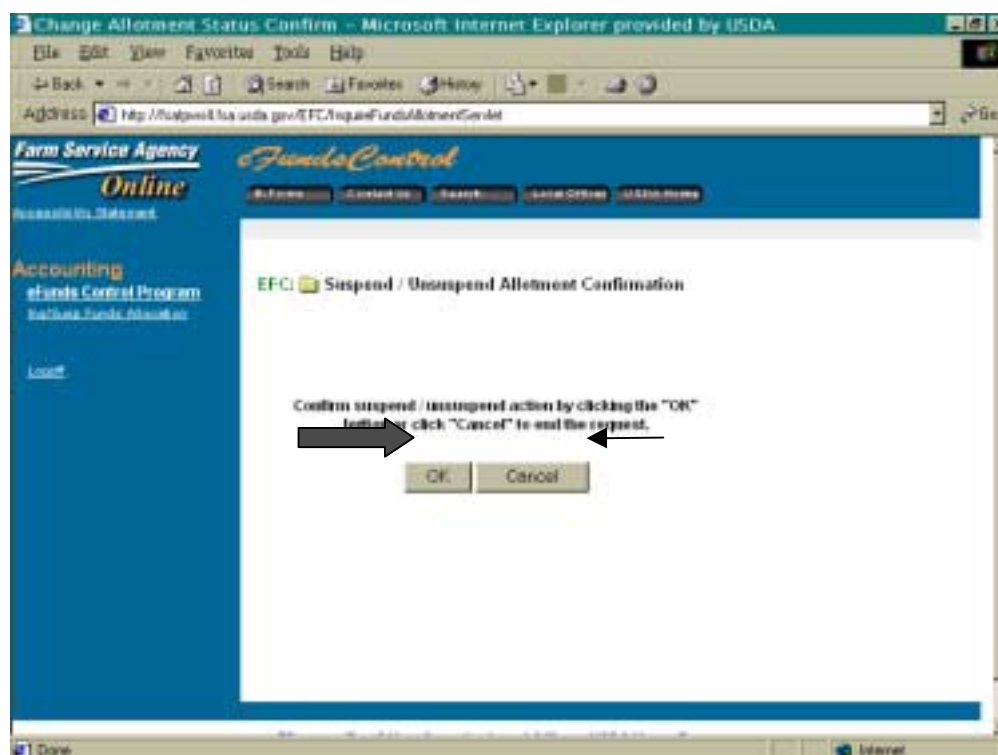
6   State Office Program Manager Responsibilities (Continued)

H   Suspending a Program at the County Office Level (Continued)

On the Change Allotment Status Screen, check the "**Suspend**" box and PRESS "**Submit**".

Note: If this is not the appropriate county to suspend, PRESS "**Exit**" to return to the Inquire Funds Allotment Screen.

6   State Office Program Manager Responsibilities (Continued)

H   Suspending a Program at the County Office Level (Continued)

On the Suspend/Unsuspend Allotment Confirmation Screen, either PRESS:

- "**OK**" to suspend the county
- "**Cancel**" to return to the Inquire Funds Allotment Screen

Suspending a program at the county level will stop that county's disbursements once the message has been processed successfully through MQSeries.

6   State Office Program Manager Responsibilities (Continued)

I   Unsuspending a Program at the County Office Level

On the Inquire Funds Allotment Screen, the list of Counties in that State for a program will be displayed. PRESS the "**yes**" link under the "Suspended" column next to the county that is to be suspended.
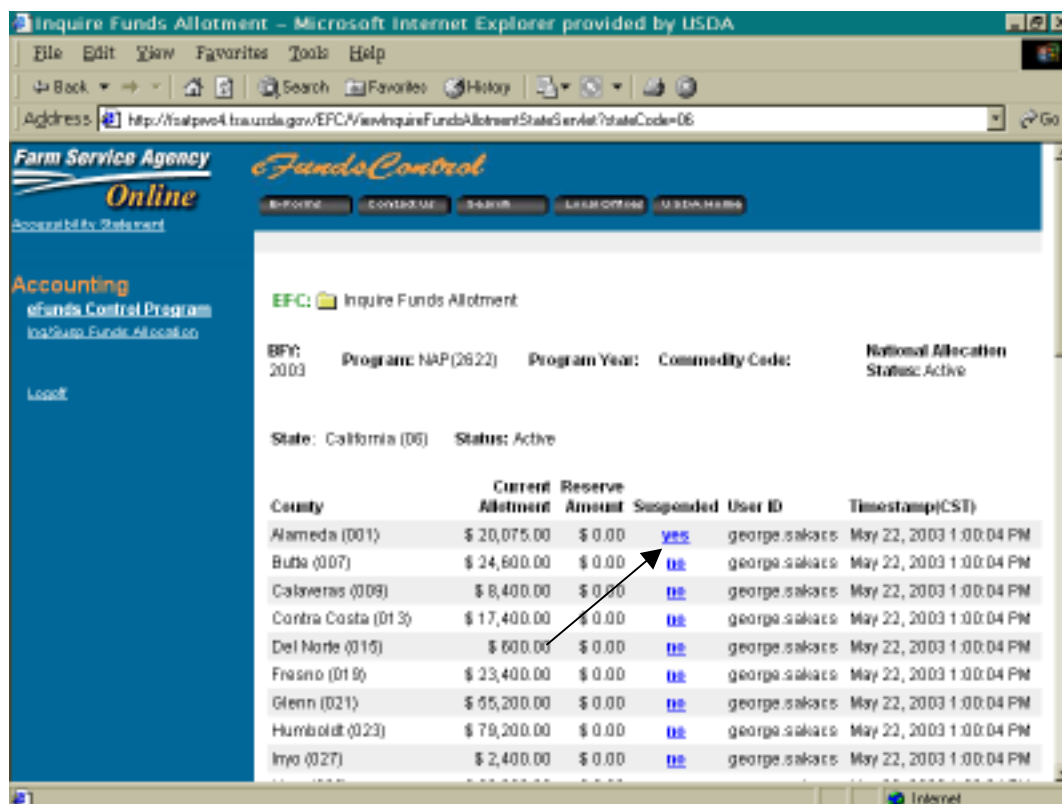
6   State Office Program Manager Responsibilities (Continued)

I   Unsuspending a Program at the County Office Level (Continued)

On the Change Allotment State Screen, check the "**Unsuspend**" box and PRESS "**Submit**".

Note: If this is not the appropriate county to unsuspend, PRESS "**Exit**" to return to the
Inquire Funds Allotment Screen.

6   State Office Program Manager Responsibilities (Continued)

I   Unsuspending a Program from the County Office Level (Continued)

On the Suspend/Unsuspend Allotment Confirmation Screen, either PRESS:

- "**OK**" to unsuspend the county
- "**Cancel**" to return to the Inquire Funds Allotment Screen.

Unsuspending a program at the county level will resume that county's disbursements once the message has been processed successfully through MQSeries.
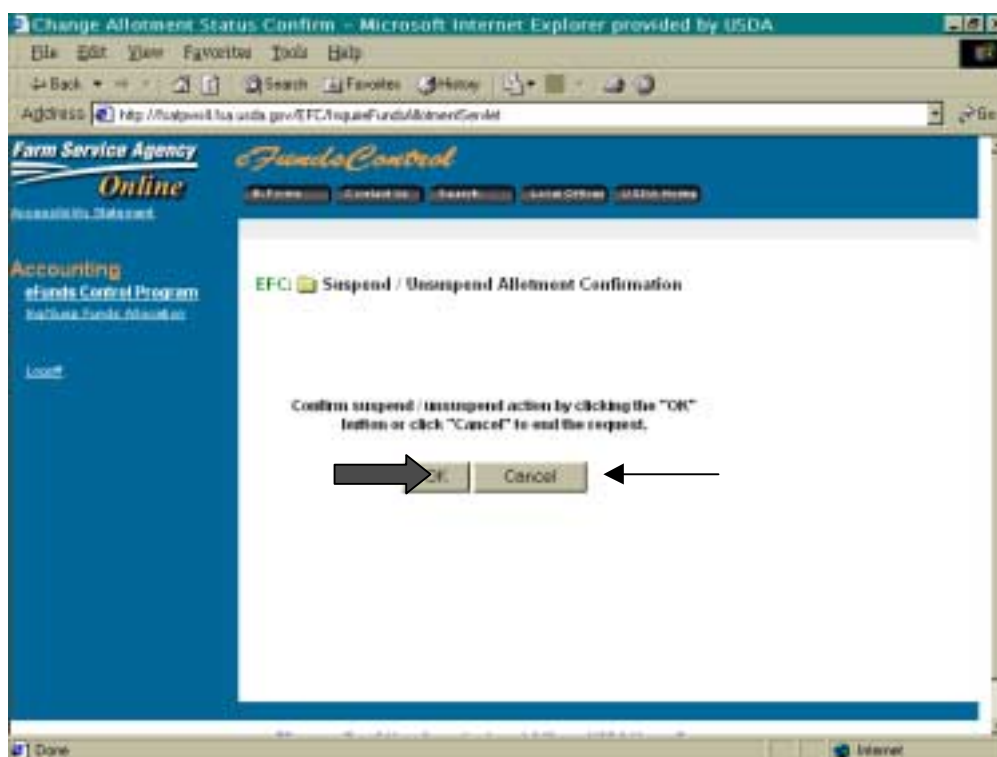
7   Reporting

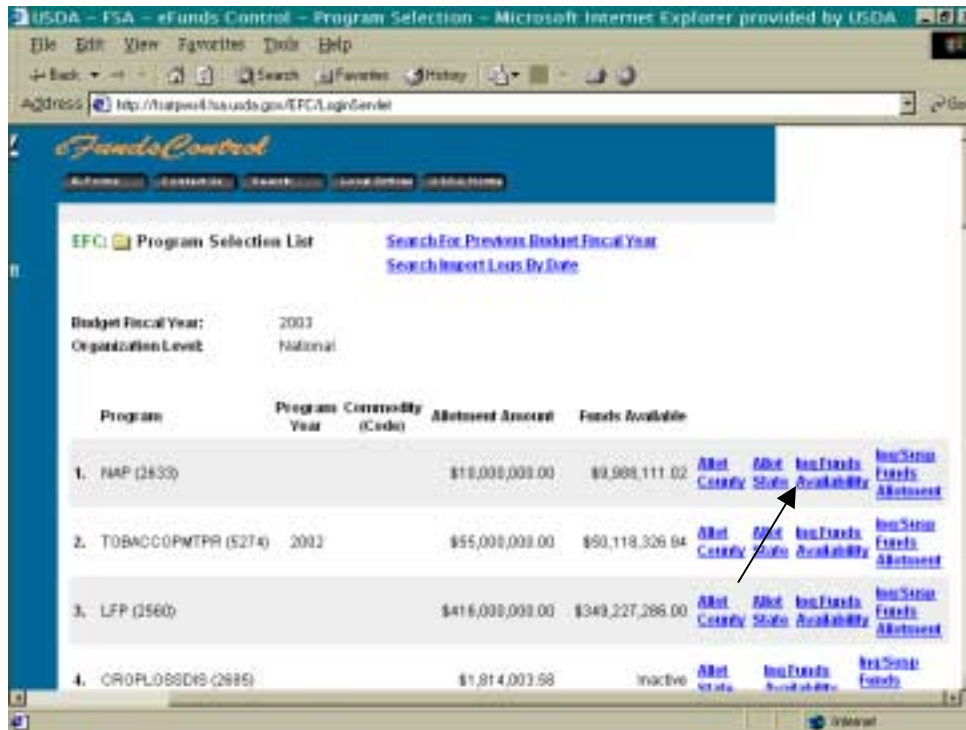**A   Inquiring About Funds Availability from the National Level**

To Inquire about funds available for programs at the National level may be obtained on the Program Selection List Screen. Only National Program Managers have access to this screen. This screen will list the program, the initial allocation amount, and funds available.

7 Reporting (Continued)

B Inquiring About Funds Availability at the State Level

To inquire about funds available for a program at the State level, PRESS the "**Inq Funds Availability**" next to the desired program.

7   Reporting (Continued)

B   Inquiring About Funds Availability at the State Level (Continued)

The following screen will appear. On the Search Programs By Percentage of Funds Available Screen, enter the minimum percentage of funds available to date and the maximum funds available to date. The example shows 0 percent and 100 percent. These percentages may be varied to narrow the search criteria as needed.

Example: If "Minimum Percentage" equals zero and "Maximum Percentage" equals 20 the inquiry will produce a report that shows those States/counties that have disbursed at least 80 percent of funds.

PRESS "**Submit**" to inquire the funds available.

7   Reporting (Continued)

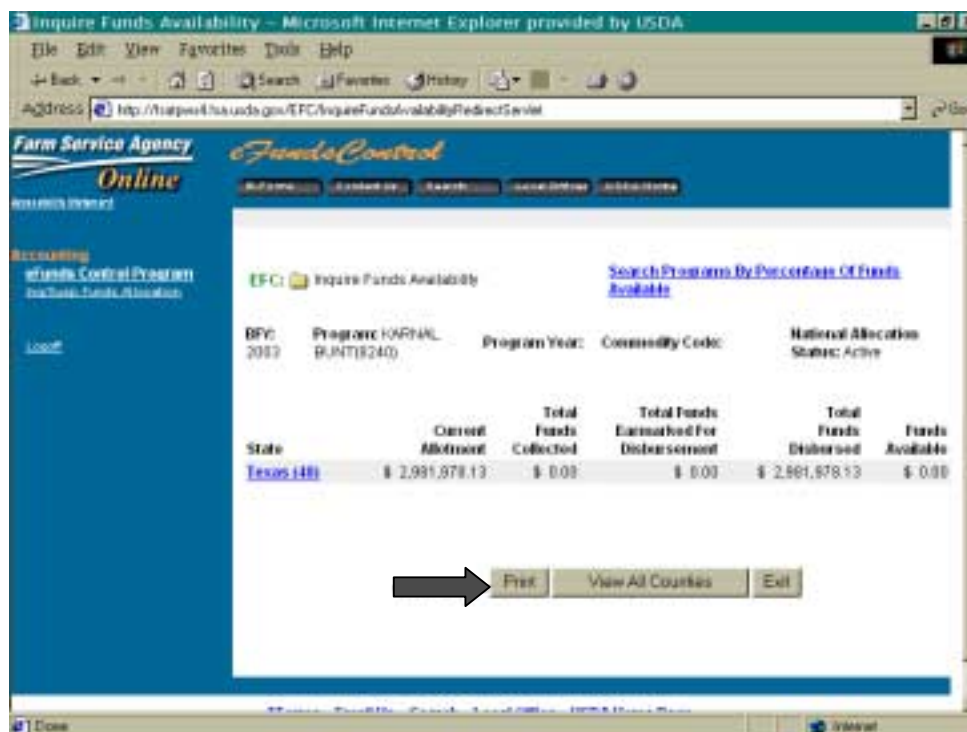**B   Inquiring About Funds Availability at the State Level (Continued)**

The Inquire Funds Availability Screen will show the following items for the State.

| Item	Description
Current allotment	allotment for the State to support the program and is determined by the National Program Office.
Total funds collected	funds that were collected for the program.
Total funds earmarked for disbursement	funds that are obligated to support the program.
Total funds disbursed	funds that have been disbursed for the program.
Funds Available	this is the remaining funds that are available for disbursements.
Last replication (CDT)	the last time the E-FC web application AS/400 database sent totals to the web-farm.

7   Reporting (Continued)

B   Inquiring About Funds Availability fat the State Level (Continued)

The following is an example screen of the Funds Availability Screen by State. To show the report in a printer friendly format, PRESS "**Print**". To actually print the report, PRESS "**Print**" on the browser's toolbar.

PRESS the "**Exit**" button when printing is completed.
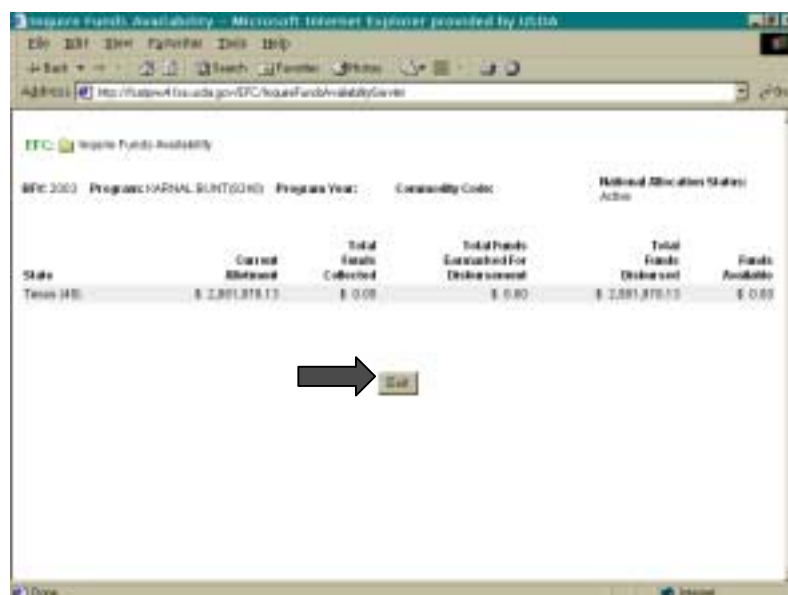
7   Reporting (Continued)

C   Inquiring About Funds Availability at the County Level

There are 2 methods available to inquire about county funds availability. The first method is to inquire about a single State. On the Inquire Funds Availability Screen, under "State" column, click on the appropriate State. This will list each county within that State for that program.
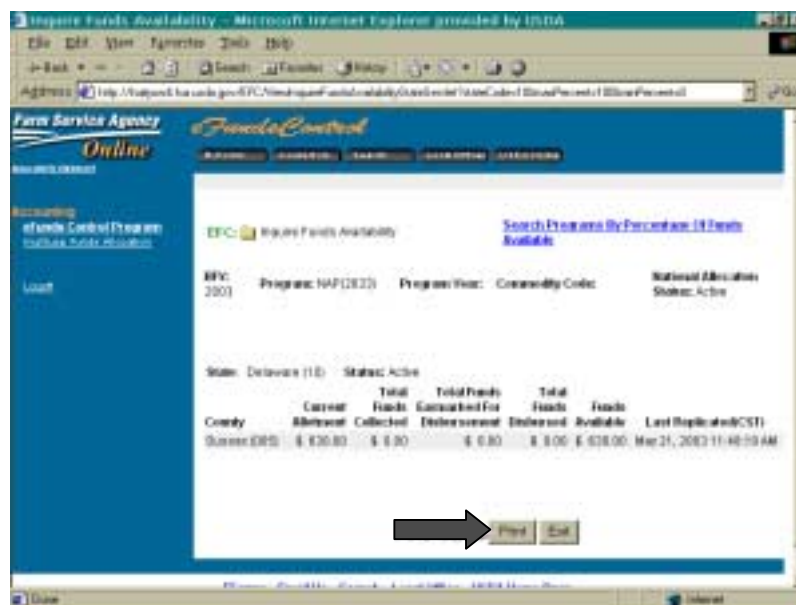
The Inquire Funds Availability Screen will show the following items for the counties within a State.

| Item	Description
County	list the Counties for a State
Current Allotment	allotment for the County to support the program and is determined by the National Program Office and/or State Office.
Total funds collected	funds that were collected for the program.
Total funds earmarked for disbursement	Funds that are obligated to support the program.
Total funds disbursed	funds that have been disbursed for the program.
Funds available	this is the remaining funds that are available for disbursements.
Last replication (CDT) - central time zone	The last time the E-FC Web application AS/400 400 sent totals to the web-farm.

7   Reporting (Continued)

C   Inquiring Funds Availability at the County Level (Continued)

The following is an example of screen of the Funds Availability Screen by State by county.
To show the report in a printer friendly format, PRESS "**Print**". To actually print the report,
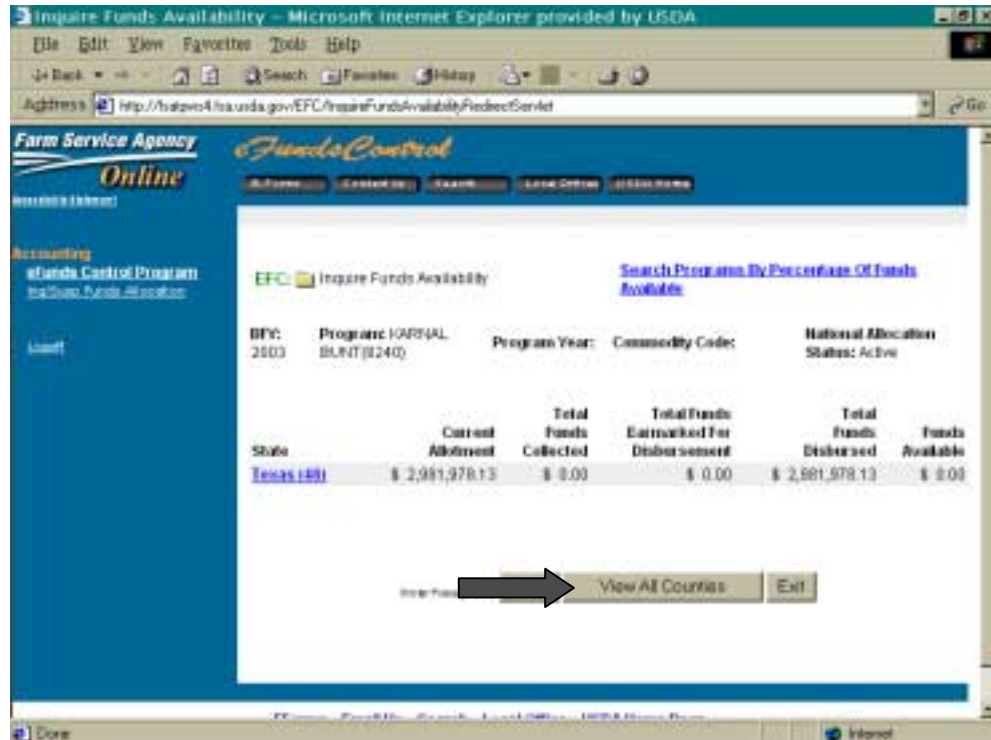PRESS "**Print**" on the browser's tool bar.

PRESS "**Exit**" when printing is completed.
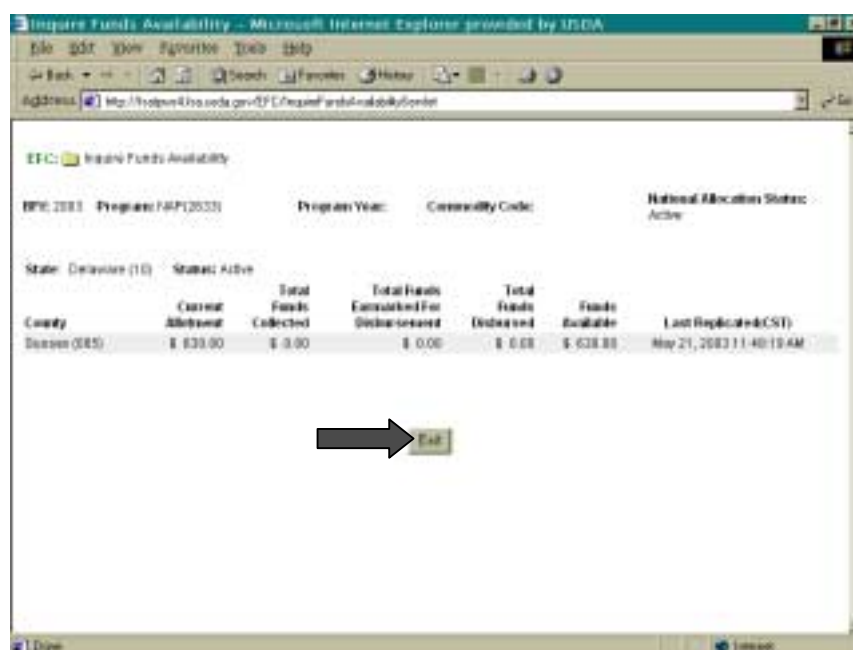
7   Reporting (Continued)

C   Inquiring About Funds Availability at the County Level (Continued)

The second method is to display each State with their respective counties. On the Inquire Funds Availability Screen, PRESS the "**View All Counties**".
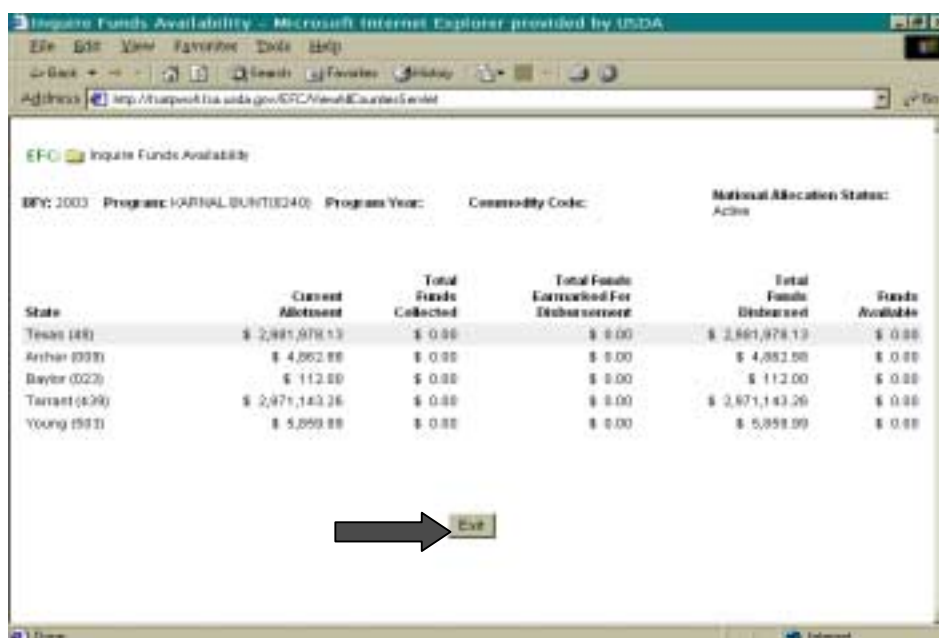
7   Reporting (Continued)

C Inquiring About Funds Availability at the County Level (Continued)

To show the report in a printer friendly format, PRESS "**Print**". To actually print the report, PRESS the browser's "**print**" button on the toolbar.
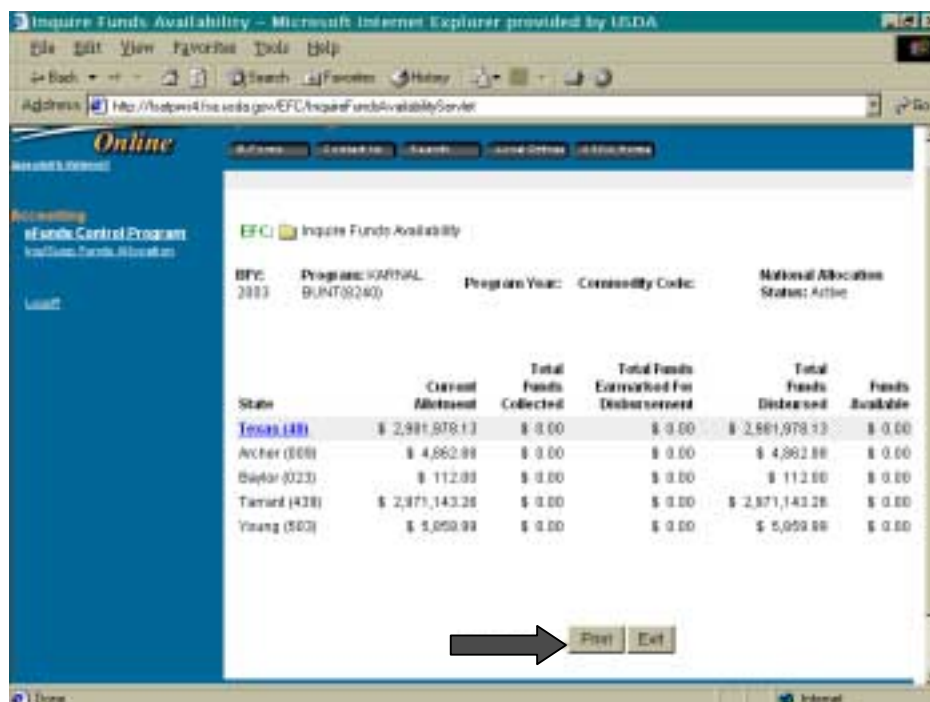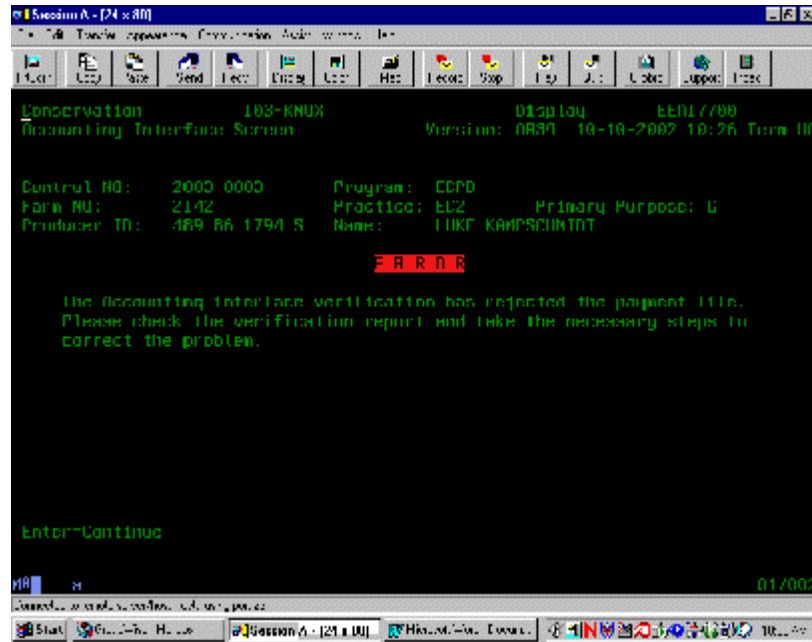

When printing is completed, PRESS "**Exit**".

8   Issuing Payments

A   County Office Actions

Procedures for issuing payments at the County Office have not changed. If disbursements cannot be issued because of lack of funds availability, DCS will display the following screen.

Solution: Retrieve the exception report from the system printer and contact your State Office Program Manager.

B   State Office Action

To issue a payment at the State Office level, funds must be allotted to the State as a County Office. The State as a County Office is shown as the first entry on the list of counties when adding a county for a program. If disbursements cannot be issued because of lack of funds, contact the National Office Program Manager.

9   Logging Off

A   Logging Off Procedure

To logoff the E-FC web application from most pages, PRESS the "**Logoff**" link under the "Accounting" header on the left side. This is the proper procedure for logging off the E-FC web application. This will ensure that the connection and the associated user ID has been disconnected. It is also recommended that before leaving the terminal, to logout of the E-FC web application which will reduce the possibility of improper or unauthorized use of the application.
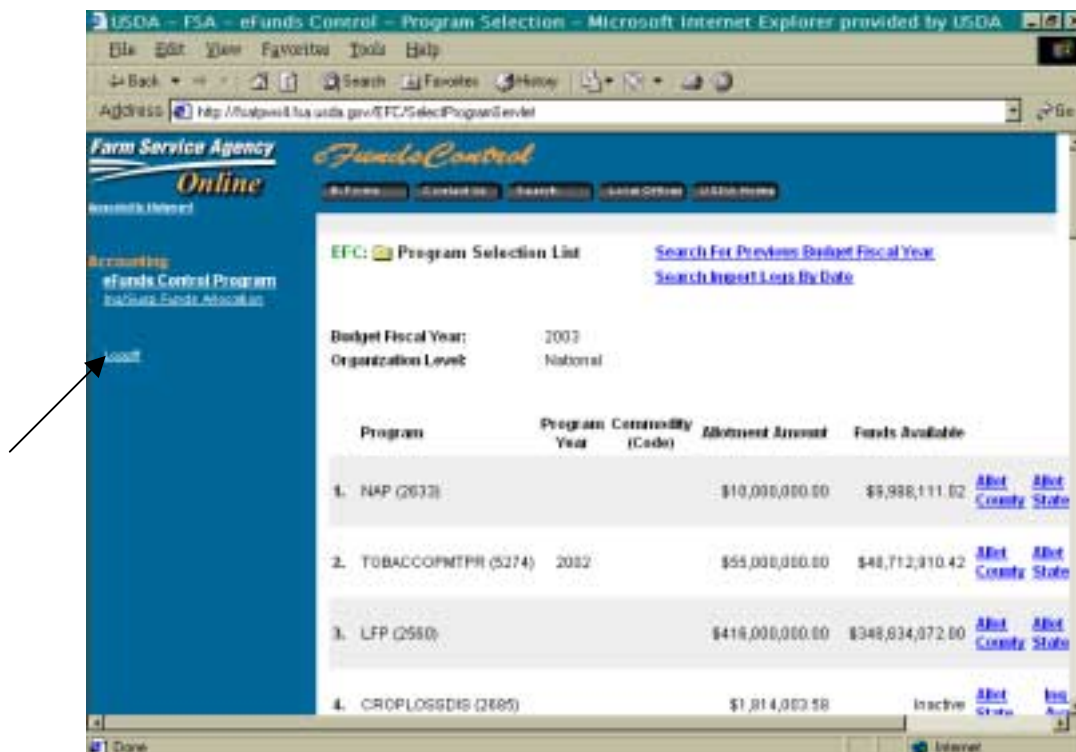
9   Glossary

B   Definitions

Word/Term	Definition
Suspended	Disbursements cannot be made for a program at the level the suspension has taken place either at National, State, or County Office level, even if at a lower level of control status is active.
Unsuspended	Disbursements can be made for a program, unless at a lower level of control status is inactive.
Status: Active	Disbursements can be made for a program, unless at a higher level of control program has been suspended.
Status: Inactive	Disbursements cannot be made because program is out of balance with E-FC.
Allocation	Amount authorized to be spent nationwide for a fund or program.
Allotment	Lower level spending limitation set throughout the nation as determined appropriate by Program Managers.
Earmarked	Reserving of funds for a specific fund request from a program application
Reserve	Amount of money to be withheld from National allocation or State allotment to be used to cover shortages of lower level allotments.